**We are FOUR weeks away from the conference!**

Introductions: Who is on the line?

1. Conference Updates

* UTSA Host Chair (Nikki)

*Hotel extended deadline: Friday, September 17th (43 rooms booked)****New Link:*** [***http://www.druryhotels.com/Reservations.aspx?groupno=2095010***](http://www.druryhotels.com/Reservations.aspx?groupno=2095010)

*Catering Menu*

*Parking Arrangements*

*Shuttle Service*

*Logistical Needs*

* St. Mary’s
* Education Sessions and Keynote Speakers (Joseph, Bear and Katrina)
* Entertainment and Pre-Conference Activities (Tabitha, Keith and Peter)
* Fund(d) Run/Walk on Sunday morning (Keith)
* Graphic Design Competition (Dusty and Lincoln)

*Submission Deadline: Friday, September 17th*

* Marketing (Lauren and Zane)

*Final Newsletter*

*Conference Booklet deadline: September?*

* Mentor Program and Newcomers Events (Tricia and Tyler)
* Registration (Sara and Angela)

*Professional Staff - 54*

*Undergraduate - 34*

*Graduate – 8*

***TOTAL - 96***

* Scholarship Auction (Lawrence)

*Online silent auction registration:* [*http://www.acui.org/about/erf/silent\_auction/index.aspx?auction\_code=10R12CONF*](http://www.acui.org/about/erf/silent_auction/index.aspx?auction_code=10R12CONF)

* Management Track (Charlie)
* Sponsorship and Vendor Hall (Jared, Eric and Melissa)

*How many vendors and sponsors?*

*How much revenue generated from sponsors and in-kind donations?*

* Student Leadership Track (Leslie and Erika)
* Swap Shop (J.R. and Laura)

*Wikispace for document sharing:* [*http://swapshop-infoshare.wikispaces.com*](http://swapshop-infoshare.wikispaces.com)

1. One-On-One Calls (schedule on Sept. 15th – 17th through Doodle)
2. Website Updates (Zane) - <http://region11.acui.org/Region/12/conf2010.php>
3. Plan to arrive on-site by Thursday – September 30th by 10:00 am
4. Next Conference Call: Tuesday – September 21st at 3:00 pm

**Welcome E-Mail**  
Directions (Hotel, UTSA and St. Mary’s)  
Hotel Information  
Where to pick-up parking passes  
Parking (Campus Maps)  
Registration – Where to check-in  
Conference Schedule  
Shuttle Schedule  
Pre-Conference Activities (instructions)  
Attire – What to expect  
Menu

**Items to Purchase**Thank you gifts  
Cotton Candy and Drinks (SLT)  
Snacks for CPT  
Cups (water stations)

**Nametags**  
Delegates  
Presenters  
Keynotes  
Volunteers  
Vendors  
Special Guests

**Items to Order**  
CPT Polo Shirts   
T-Shirts  
Conference Bags  
Name Badges  
Ribbons for Nametags